

MILITARY DEPARTMENT  
OFFICE OF THE ADJUTANT GENERAL  
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**Corrected Copy**

8 July 2009

MEMORANDUM FOR All California Military Department (Army, Air, and Joint Staff) State Civil Service (SCS) Employees

SUBJECT: State Civil Service Furlough Program- Third Furlough Day  
State Personnel Policy Memorandum 2009-08

1. The Governor has announced a third furlough day, effective this month. It is a step the Administration takes with great reluctance and absolute necessity to achieve immediate, significant budget savings. Furlough days, unfortunately, are now being used by many other state and local governments, and the private sector. Beginning in August, most State government offices will be closed the first, second and third Fridays of the month, however the Military Department is not one of these departments and will be open normally on Fridays.

2. The Department of Personnel Administration (DPA) has added information about the additional 3<sup>rd</sup> day of furlough in Program Memorandum Liaison (PML) 2009-29, and they have also added FAQ's on their website link below. DPA will continue to provide updated information as it becomes available.

**[www.dpa.ca.gov](http://www.dpa.ca.gov)**

3. State Personnel Policy memorandum (SPPM) 2009-04, dated 13 April 2009 acknowledges the furlough days are a self-directed program per DPA PML 2009-13. DPA policy allows SCS employees to schedule furlough time off with supervisor approval; however, Military Department policy requires that supervisors coordinate furlough schedules with their respective Director or Commander. Please note the following correction to SPPM 2009-04: PML 2009-19 allows Work Week Group 2 employees to take furlough time in 15 minute increments verses 1 hour increments as stated in SPPM 2009-04. A copy of all applicable PML's and SPPM's are located on the State Personnel Programs website at:

**<http://www.calguard.ca.gov/casp>**

4. Should you encounter a situation that requires special assistance, please remember that the State of California's Employee Assistance Program (EAP) is an available resource to each employee. To inquire about available services and resources, they can be contacted at 866-327-4762, or you can visit the EAP website at:

**[www.eap4soc.mhn.com](http://www.eap4soc.mhn.com)**

5. As always, please feel free to contact the State Personnel office at (916) 854-3310 if you have further questions.

FOR THE ADJUTANT GENERAL:

*Jeffrey W. Magram (8 July 09)*

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